

Message Text

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E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS)

SUBJECT: SECRETARY'S VISIT: SECRETARIAT STAFF REQUIRE-
MENTS

REF: STATE 188775

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION
OF THE SECRETARY'S SCHEDULE AND IS RESPONSIBLE FOR ALL
MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL
FOR THE SECRETARY'S USE. S/S ALSO MANAGES ALL TELEGRAMS
AND OTHER INFORMATION FLOWING TO AND FROM THE SECRETARY'S
PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND PROVIDES LIAISON
BETWEEN THE PARTY AND THE POST.

2. S/S PERSONNEL: A SECRETARIAT TEAM CONSISTING OF ONE
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OFFICER AND ONE SECRETARY WILL PRECEDE THE PARTY TO CONSULT
WITH THE POST IN ENSURING THAT ALL REQUIREMENTS ARE UNDER-
STOOD AND MET. NAMES AND ITINERARIES OF ADVANCE TEAMS
WILL BE CABLED BY SEPTTEL. A SECOND SECRETARIAT TEAM WILL
ARRIVE ABOARD SECRETARY'S AIRCRAFT.THIS IS A CHANGE FROM
REFTEL WHICH INDICATED THAT TWO TEAMS WOULD TRAVEL ON PLANE.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN

S/S LIAISON OFFICER TO PROVIDE FULL-TIME ASSISTANCE TO S/S FROM THE TIME OF THE ADVANCE TEAM'S ARRIVAL UNTIL AFTER THE PARTY HAS LEFT. THIS IS TYPICALLY A MIDDLE-

GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION. HE OR SHE SHOULD BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT AND PREPARED TO BRIEF THE S/S ADVANCE TEAM UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR THE S/S ADVANCE TEAM. THIS OFFICER SHOULD BE PREPARED TO ARRANGE FOR S/S ADVANCE TEAM TO MEET WITH ADMINISTRATIVE OFFICER, MARINE SECURITY GUARDS, C&R OFFICER, PAO AND OTHER EMBASSY OFFICERS AS REQUIRED. A SECOND OFFICER SHOULD ALTERNATE WITH THE LIAISON OFFICER IN MANNING THE S/S OFFICE ONCE THE VISIT BEGINS.

4. MEDIA REPORTS: ENGLISH LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON A 24-HOUR BASIS. THE PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING, AT NOON, AND BY 1800 IN THE EVENING. THE S/S ADVANCE TEAM WILL INDICATE THE DATE AND TIME WHEN THIS SERVICE SHOULD START.

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--REPRODUCE EACH STORY--DO NOT FURNISH ORIGINALS TO S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE TWO OR MORE STORIES ON THE SAME PAGE.

--INDIVIDUAL SUPERVISING THIS FUNCTION SHOULD CONFER WITH S/S ADVANCE TEAM TO ASSURE UNDERSTANDING OF PROCEDURES. THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES OF EACH OF THE LEADING ENGLISH-LANGUAGE DAILIES, SUCH AS THE INTERNATIONAL HERALD TRIBUNE, SHOULD BE MADE AVAILABLE TO S/S BY 0600. TEN COPIES OF THE ICA WIRELESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US CURRENT NEWS WEEKLIES, I.E., TIME, NEWSWEEK ALSO SHOULD BE MADE AVAILABLE.

5. OFFICE SPACE FOR SECRETARY'S STAFF OFFICE (S STAFF): A LARGE ROOM WILL BE NEEDED AS AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF. MINIMUM REQUIREMENTS ARE:

THREE DESKS OR WORKING TABLES

-- DESK LAMPS

-- TWO TYPEWRITERS AND TYPEWRITER STANDS
TWO TYPEWRITERS AND TYPEWRITER STANDS
-- OFFICE SUPPLIES
-- COPY MACHINE

6. OFFICE SPACE FOR SECRETARIAT OFFICE (S/S): THE S/S
OFFICE SHOULD BE ADJACENT TO THE S STAFF OFFICE (SEPTTEL).
TWO LARGE CONNECTING ROOMS WILL BE NEEDED. MINIMUM
REQUIREMENTS FOR THE S/S OFFICE ARE:

-- FIVE DESKS OR WORKING TABLES
-- FOUR TYPEWRITERS AND FOUR STANDS
-- DESK LAMPS
-- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)
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FLOOR SPACE TO ACCOMMODATE 2-3 LARGE TRUNKS WHICH THE
PARTY WILL CARRY IS ESSENTIAL.

7. OFFICE SPACE FOR THE SENIOR STAFF: THE SENIOR STAFF
OFFICE SHOULD BE A LARGE ROOM OR TWO CONNECTING SMALL
ROOMS. IT SHOULD BE EQUIPPED WITH DESKS OR WORK TABLES,
AND A MINIMUM OF TWO TYPEWRITERS, OFFICE SUPPLIES, ETC.
THE SENIOR STAFF OFFICE SHOULD BE NEAR THE S/S OFFICE.

8. SECRETARIAL/COURIER ASSISTANCE:

A. THE SERVICES OF TWO TOP-SECRET CLEARED SECRETARIES
WILL BE REQUIRED FULL-TIME ON A CONTINUOUS 24-HOUR BASIS
TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL
SUPPORT FOR OTHER MEMBERS OF THE SECRETARY'S PARTY.
A SCHEDULE FOR COMPLETE SECRETARIAL COVERAGE SHOULD BE
PREPARED AND PROVIDED TO THE ADVANCE TEAM.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT
AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE
NECESSARY FOR SIMULTANEOUS SERVICE FOR BOTH POINTS IF
THE SECRETARIAT AND THE CHANCERY ARE DISTANT FROM EACH
OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE
USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS
SHOULD BE PREPARED AND MADE AVAILABLE TO S/S. EACH
COURIER SHOULD HAVE A BRIEFCASE WITH LOCKS IN WHICH HE
WILL CARRY ALL TRAFFIC. THESE COURIERS ARE TO BE
DEDICATED EXCLUSIVELY FOR USE BY THE EXECUTIVE SECRETARIAT
(S/S), AND CANNOT BE RELEASED FOR OTHER DUTIES.

9. OFFICE MACHINES AND SUPPLIES. THE FOLLOWING OFFICE
EQUIPMENT AND SUPPLIES WILL BE NEEDED:

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-- TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

-- COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

-- OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3-INCH BY 5-INCH PADS, YELLOW-WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE LIST, DIPLOMATIC LIST AND DICTIONARY.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATIONS MEMORANDUM FORMS, INCOMING TELEGRAM FORMS, AIRGRAM FORMS.

10. DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE FOREIGN OFFICIALS--AS DETERMINED BY POST-- ARE TO BE PROVIDED TO THE S/S ADVANCE TEAM ON ARRIVAL. DRAFTS MUST INCLUDE EXACT ADDRESS AND CORRECT SALUTATION AND TITLES.

11. VEHICLES: A VEHICLE FOR THE EXCLUSIVE USE OF THE S/S TEAMS MUST BE AVAILABLE ON A 24-HOUR BASIS.

12. MARINE SECURITY GUARDS: THERE WILL BE OPEN STORAGE OF CLASSIFIED MATERIAL IN THE S STAFF, SECRETARIAT STAFF, AND SENIOR STAFF OFFICES. 24-HOUR MSG COVERAGE WILL BE REQUIRED.

13. FOR US MISSION SINAI: WE REALIZE THAT ALL OF THESE LIMITED OFFICIAL USE

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REQUIREMENTS MIGHT NOT APPLY AT SFM, BUT DESIRE THAT YOU SEEK TO RESPOND TO THEM TO THE MAXIMUM DEGREE THAT IS PRACTICAL. AN ADVANCE TEAM CONSISTING OF ONE SECRETARIAT STAFF OFFICER AND ONE SECRETARIAT ASSISTANT WILL ARRIVE IN ISRAEL SEVERAL DAYS BEFORE THE VISIT TO COORDINATE ARRANGEMENTS WITH YOU (SEPTEL).

14. FOR JERUSALEM: SINCE THE SECRETARIAT ADVANCE TEAM WILL PROBABLY REMAIN AT SFM DURING THE SECRETARY'S JERUSALEM STOPS(S), IT WILL BE NECESSARY THAT THE POST ASSIGN AN OFFICER AND SECRETARY TO ALTERNATE ON DUTY WITH THE TEAM ARRIVING ON THE AIRCRAFT. THIS IS A SPECIAL REQUIREMENT AND IS IN ADDITION TO THE REQUIREMENT FOR LIAISON OFFICERS AND DUTY SECRETARIES.

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